

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: DOCUMENT PROCESSING SUPERVISOR	
DATE CLASS ESTABLISHED: 02/01/2004	DATE OF LAST REVISION: 01/13/2009
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$2,702 - \$3,377 GRADE: M

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High school graduate

EXPERIENCE: Must have five years of clerical, administrative, medical transcription, accounting or document processing experience including two years of experience with KRS

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Additional education will substitute for the required experience on a year-for-year basis.

EXPERIENCE: Documented prior experience in a supervisory role will substitute for the required KRS experience on a year for year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Reporting to the Division Director or Branch Manager, provides overall supervision of clerical, administrative, and related functions in assigned areas including the supervision of all employees within these areas; performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Oversees assigned operations to ensure proper processing of retirement or other government documents. Distributes work load and establishes job priorities. Identifies and corrects errors. Reviews documents to ensure that information submitted is correct, corrects information as necessary. Assists team members in resolving problems relating to assigned areas including but not limited to data entry, document imaging, medical transcription, mail, faxes, invoicing, and record keeping. Maintains detailed reports, compiles monthly report and other reports as required. Trains new employees. Assists in the interview/hiring process. Authorizes overtime and leave requests. Evaluates job performance of subordinates. Issues oral and written reprimands and handles all disciplinary actions. Serves as liaison to agency employees and vendors regarding assigned area. Uses various pieces of office equipment. Assists Division Director and/or Branch Manager with special projects as needed.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.